

**STATE OF CALIFORNIA  
ENVIRONMENTAL PROTECTION AGENCY**

**HOUSEHOLD HAZARDOUS WASTE GRANT  
EIGHTH CYCLE  
AUGUST 1999**

**Application Instructions**

California Integrated Waste Management Board  
Household Hazardous Waste Grant Program  
8800 Cal Center Drive, MS - 4  
Sacramento, CA 95826  
(916) 255-2891

**GRANT APPLICATION SUBMITTAL CHECKLIST**

- ☐ Application Cover Sheet (Exhibit A)
- ☐ Table of Contents
- ☐ Resolution(s) (Exhibit B)
- ☐ Proposal Narrative
- ☐ Work Statement Form(s) (Exhibit C)
- ☐ Budget Itemization(s) (Exhibit D)
- ☐ Summary of Used Oil and HHW Grants (Exhibit E)
- ☐ One original and three copies of the application printed double-sided on 8½" x 11" recycled paper with all pages numbered consecutively. Copies must be free of distortion and easy to read.
- ☐ Application should be stapled in upper left-hand corner
- ☐ Application narrative may not exceed 15 pages. This does not include the required attachments.

**Applications must be postmarked by Monday, November 1, 1999 or delivered by 4:00 p.m. on the above date to:**

California Integrated Waste Management Board  
Attn: Mercy Caputi, Grants Administration Unit  
8800 Cal Center Drive, MS-14  
Sacramento, CA 95826

DATE	ACTIVITY
August 26, 1999 to November 1, 1999	Application period
November 1999 to December 1999	Panels review applications and prepare recommendations
January 2000	CIWMB approves grants
January 2000	Grant agreements developed and signed
February 1, 2000	Grant recipients begin execution of grants
March 31, 2002	Close of grant term
May 15, 2002	Final report and payment request due

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# HOUSEHOLD HAZARDOUS WASTE GRANT EIGHTH CYCLE

## I. GRANT SUMMARY AND GUIDELINES

### BACKGROUND

Public Resources Code Section 47200 authorizes the California Integrated Waste Management Board (CIWMB) to award grants annually to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills. The CIWMB will award the HHW Grants on a competitive basis to eligible applicants for the establishment of new programs and expansion of existing programs that address the proper management of HHW. **If you have questions or need additional information, contact Alan White at (916) 255-2136 or Anna Ward at (916) 255-2333.**

### APPLICANT ELIGIBILITY

Eligible applicants are limited to cities, counties, and local agencies responsible for waste management. Commercial businesses and nonprofit groups are not eligible to apply for this grant. Only one application may be submitted by a jurisdiction. If you apply as part of a regional group, you cannot submit an individual application.

### GRANT FUNDING

Grant funds must be used to establish or expand HHW programs that provide HHW collection opportunities, and/or public education and publicity campaigns. Proposed activities should complement local and regional HHW management and used oil programs. Up to \$4.1 million is available for the 99/00 HHW Grant Program. The maximum award is \$120,000 per individual applicant and \$300,000 per regional application.

#### Preference will be given to jurisdictions that:

- Provide evidence of a green procurement policy for the local jurisdiction.
- Propose to establish a new program for HHW collection in rural areas, underserved areas, or small cities.
- Propose to establish a multi-jurisdictional HHW program that addresses regional needs.
- Propose to expand existing programs to include the collection of additional waste types.
- Did not receive a HHW grant award during the last three years - 1997, 1998, 1999.
- Propose to establish a permanent HHW facility that is also self-sustaining.

### COMPLEMENTARY UOG5 AND HD8 APPLICATIONS

Your jurisdiction may submit a Household Hazardous Waste Grant, Eighth Cycle (HD8) application, with a proposal that is similar to and/or complements the Local Government Used Oil Opportunity Grant, Fifth Cycle (UOG5) application. A breakdown of costs for both budgets (the proposed UOG5 and HD8) is required on the Budget Itemization page. Please see Sample Budget Itemization, Exhibit D-2 for this format.

### GRANT TERM

The term of the grant is from February 1, 2000 through March 31, 2002. All costs must be incurred during this term.

### APPLICATION FILING PROCEDURES

Applications may be mailed **or** hand-delivered to the CIWMB's Sacramento office. Mailed applications must be postmarked by **Monday, November 1, 1999**. Hand-delivered applications must be received by **4:00 p.m.** on November 1, 1999\*. Applications delivered after 4:00 p.m. or postmarked after the above deadline will be returned to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is delivered or postmarked on time.

\* Directions to the office can be obtained from the CIWMB web site, [www.ciwmb.ca.gov/gra/opa/aboutwmb/location.htm](http://www.ciwmb.ca.gov/gra/opa/aboutwmb/location.htm), or by calling (916) 255-2891.

## **ELIGIBLE COSTS**

All costs must be directly related to the management of HHW programs. Any materials, services, equipment, or facilities that increase opportunities for the proper collection and management of unwanted household hazardous products will be considered eligible for reimbursement. Costs must be reasonable, cost-effective, and focused on local needs as described in the application.

## **INELIGIBLE COSTS**

Any costs not directly related to the implementation of local or regional household hazardous waste collection programs that are ineligible for grant funding. These include but are not limited to the following costs:

- ◆ Costs incurred prior to February 1, 2000 or after March 31, 2002
- ◆ Costs currently covered by another CIWMB loan, grant or contract
- ◆ Purchasing or leasing of land
- ◆ Purchasing or leasing of vehicles by non-governmental agencies
- ◆ Remediation
- ◆ Enforcement activities
- ◆ Management of medical wastes, except "sharps" programs, which are eligible if they are integrated into proposed or existing HHW collection programs
- ◆ Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation)
- ◆ Out of state travel
- ◆ Any food or beverages (e.g. as part of meetings, workshops, training, or events)
- ◆ Preparation of HHW Elements
- ◆ Profit or mark-up by the grantee
- ◆ Any costs that are not consistent with local, state, and federal guidelines and regulations

## **II. GRANT APPLICATION REVIEW AND AWARD PROCESS**

### **APPLICATION REVIEW**

After the close of the application period, review panels consisting of CIWMB staff will be convened. The panels will evaluate applications using the scoring criteria listed in Exhibit F. A minimum score of 70% must be attained in order to be considered for funding. Seventy percent equates to 84 out of the total 120 points possible in the Grant Review Criteria. **The panels will score applications based solely on the information provided in the application.**

### **QUESTIONS AND ANSWERS**

Questions about the HD8 application may be submitted by October 1, 1999, in writing or by e-mail to Alan White (awhite@ciwmb.ca.gov). CIWMB staff will use the questions submitted to develop a question and answer sheet that will be distributed on October 13. Responses will be posted on the Internet and mailed to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

## CIWMB AWARD OF GRANTS

The CIWMB will consider the review panels' funding recommendations at its January 2000 Board meeting. The CIWMB will notify applicants of the review panels' recommendations prior to the Board meeting.

### III. APPLICATION INSTRUCTIONS

The application must be printed on double-sided on 8 ½" x 11" recycled paper, with all pages numbered consecutively. The proposal narrative is limited to 15 pages. An original and three copies of the application package must be submitted. For ease of review, we prefer applications be stapled in the upper left-hand corner rather than bound. All application materials will become the property of the CIWMB.

The Household Hazardous Waste Grant application must contain the following information in the order prescribed:

- ◆ Application Cover Sheet Form (Exhibit A)
- ◆ Table of Contents
- ◆ Resolution(s) (Exhibit B)
- ◆ Proposal Narrative – 15 pages maximum not including exhibits and attachments
  - Section 1: Need, including Summary of Used Oil & HHW Grants Form (Exhibit E)
  - Section 2: Objectives
  - Section 3: Methodology, including Work Statement Form (Exhibit C)
  - Section 4: Evaluation
  - Section 5: Budget, including Budget Itemization (Exhibit D)
  - Section 6: Completeness, Letters of Support, Experience, etc.
  - Section 7: Address if applicable: Local jurisdiction's green procurement policy
  - Section 8: Address if applicable: Programs for Rural Areas, Underserved Areas, or Small Cities
  - Section 9: Address if applicable: Multi-jurisdictional HHW Programs
  - Section 10: Address if applicable: Collection of Additional Waste Types
  - Section 11: Address if applicable: No HHW Grant Funding during last three years
  - Section 12: Address if applicable: Permanent & Sustainable HHW Collection Facility

#### COVER SHEET (Exhibit A)

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software; however, the format must be followed exactly. Instructions for completing the form are on the reverse side of the form.

#### RESOLUTION (Exhibit B-1 & B-2)

The approved resolution for a single jurisdiction or all supporting documents for a regional program **MUST BE SUBMITTED WITH THE APPLICATION PACKAGE OR RECEIVED SEPARATELY BY December 30, 1999. Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.**

The grant application package must include either:

- ◆ **B-1:** An approved resolution from the applicant's governing body which authorizes submittal of an application for the Eighth Cycle Household Hazardous Waste Grant and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-1); **OR**
- ◆ **B-2:** An approved resolution which authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-2).

**Regional Programs** – Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions. The lead agency must submit a resolution as described in B-1 or B-2. In addition, each participating jurisdiction in a regional application must submit one of the following:

- ◆ A letter from the county administrator/city manager stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- ◆ A resolution authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- ◆ A copy of a Joint Powers Authority (JPA) agreement and a letter from each JPA member jurisdiction's county administrator/city manager authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or,
- ◆ A copy of a Memorandum of Understanding specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

## PROPOSAL NARRATIVE

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address the project summary as well as the twelve scoring criteria (Exhibit F). We have provided questions for each criterion that should help you develop your proposal. The boxes to the right of the questions should help you focus on information that is important to include. The Criteria 1 -- 12 comprises the Grant Review Criteria that will be used to determine whether the proposal qualifies for grant funding, and the basis upon which the grant proposal will be awarded. **The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.**

Attachments to support the proposal narrative include the Work Statement Form (Exhibit C), the Budget Itemization (Exhibit D), and the Summary of Used Oil and HHW Grants Form (Exhibit E). Instructions for completing the Work Statement and the Summary of Used Oil and HHW Grants Forms are on the reverse side of each form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

### **STOP**

**Address each question *briefly*, remembering to note the information requested in the boxes on the right and application preparation tips. Please limit completed narrative to 15 pages, not including exhibits and other attachments. A model application has been developed to assist in your preparation of the application. To request a copy, please call (916) 255-2891.**

## GRANT REVIEW CRITERIA (120 points possible)

### Introduction: Project Summary (be very brief -- 1 paragraph)

What is the problem you are addressing? Briefly describe your project.  
Clearly identify your proposal's funding priorities.

#### 1. Need ( 30 points)

Why is the proposal needed? What local or statewide problem does your proposal address? Provide local, pertinent data; do not use generic statewide data to support your proposal. What is the local and/or state impact of the proposal?

Provide convincing reasons your project should be funded:

Clearly identify the target audience and explain why they need the project.

Describe current collection opportunities and their adequacy.

Document illegal HHW dumping.

Describe unmet need, and gaps in service.

What health, safety or environmental threats would be reduced by the project?

Describe the programs, projects and/or grants, which have been conducted in your jurisdiction previously/currently.

How do these previous/current projects relate to this one?

Discuss HHW program coordination with other HHW programs in your county?

If minimal or none, please explain why you do not coordinate with and/or do not participate in these programs.

#### 2. Objectives (15 points)

What are the specific and measurable objectives of the project? How do they relate to the need?

Can the objectives as outlined be met within the grant term?

Are the timeframes realistic to address the need?

#### 3. Methodology (20 points)

What tasks and activities will be conducted to achieve the objectives? Tasks explain how your objectives will be implemented.

Explain why the proposed activities are the best way to address the identified need.

Who will perform the tasks? Is back-up staff available?

Who else will be involved in this project (i.e. partners, contractors)? What are their roles and responsibilities?

What problems may be faced during the implementation of the program?

What plans are there for dealing with these challenges?

Is the program likely to continue after the grant period?

How will the project be funded after the grant term ends?

What are the consequences if the proposal is not funded?

For public education programs, how did you determine what materials to develop and where they should be distributed?

If constructing a permanent facility on private property, include a copy of the lease or other binding document to verify a time commitment for facility operation.

### ***Important Information to Include and Application Preparation Tips:***

#### **Introduction**

Please list any products / services provided as a result of receiving the grant

#### **1. Need** - Summary of Used Oil and HHW Grants (Exhibit E)

##### Local Demographic

##### Studies/Statistics include:

Target population size

% population targeted

Service area

Illegal dumping documentation

Available collection

opportunities

Frequency of collections

# and location of permanent facilities

Waste types collected

Map of collection opportunities

Amount of HHW collected (past

CIWMB Form 303 info) &

estimated amount collected

with program (future)

**Support assumptions with data & tie proposal to identified priorities in the HHW Element.**

#### **2. Objectives**

The term of this grant is 25 months - demonstrate your project is ready to be implemented.

#### **3. Methodology** - Work Statement (Exhibit C)

List tasks

Sequenced timeline

Permits & variances needed?

Status of CEQA/Planning

documents

Operation plans available?

Cost of continuing program, list funding priorities and give reasons

If requesting funding for a permanent facility, please provide a copy of your funding plan signed by the signature authority

#### 4. Evaluation (10 points)

How will the success of the program be evaluated; how will you determine if the objectives have been met?  
What are the criteria for determining success?  
What methods will be used for evaluating the program and why?  
Are they statistically sound?  
How will the program be evaluated and modified during project implementation?  
Who will be responsible for the evaluation?  
Describe any evaluation reports to be produced.

#### 5. Budget (15 points)

Is the budget sufficiently detailed to determine that proposed expenses are reasonable?  
Provide documentation to support the budgeted expenses.  
All tasks identified in the Work Statement and narrative should be itemized in the budget. All budget items listed in this proposal should be reflected in the Work Statement.  
Explain cost savings; e.g. use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.  
Are budgeted items for miscellaneous, contingency, or managerial costs clearly described and kept to a minimum?  
Use the format for the Budget Itemization, Exhibit D-1 for the HD8 application. If your jurisdiction has submitted a UOG5 application that is similar to the HD8 application or utilizes the HD8 application to complement it, please use the format for the Budget Itemization, Exhibit D-2.  
Arrange **Budget Itemization** by these categories :

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of HHW collection facilities. Costs for recycle-only facilities should also be included here.

**Temporary or Mobile Collection:** Costs for one-day, intermittent events, or mobile collection (other than residential collection) of HHW.

**Residential Collection:** Costs for establishment, continuation, or expansion of curbside or door-to-door collection of HHW.

**Publicity and Education:** Costs for the development, printing, and distribution of publicity or educational materials that promote the HHW collection opportunities funded this grant cycle.

**Load Checking:** Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

**Personnel/Other:** Costs for personnel and any other eligible expenditure that cannot be assigned to another category.

#### 6. Completeness, Letters of Support, Experience (10 points)

Is the proposal clearly presented and complete, including adherence to all specified deadlines?  
Is evidence provided that applicant(s) or contractor(s)/consultant(s) has sufficient staff resources, technical expertise and experience to carry out the proposed project?  
Do letters of support for the project reflect knowledge of proposed project and discuss the viability and need for the project as well as the applicant's ability

4. **Evaluation - Process & Outcome**  
Description of statistical tests/questionnaires  
What is the desired project outcome?  
**Don't confuse measurement or tracking with evaluation.**

5. **Budget - Budget Itemization (Exhibit D)**  
Reference the ineligible and eligible cost sections of this application package to determine eligible costs  
Is the project cost effective?  
What are the per capita costs?  
Provide recent quotes and estimates; tie them to specific budget items. Reference the page # of your quotes.  
Provide details for equipment, services & supplies requested.  
Justify all non-specific costs such as overhead & miscellaneous.

HD8 proposals that are similar to or complement UOG5 proposals must include the UOG5 budget itemization in one column and HD8 budget itemization in a second column. See Exhibit D-2, Sample Budget Itemization for format.

**Carefully check the accuracy of all budget totals – Check Math!**

6. **Completeness**  
Double check your application & make sure everything requested is included, and in the order prescribed.  
Avoid assumptions like the application is the same as last year or that reviewers have access to outside information.

For your information - Grant staff coordinates with CIWMB Office of Local Assistance staff to obtain a more comprehensive picture of your jurisdiction's programs. This includes HHW Element review.

to manage the program?

Would the jurisdiction's HHW Element goals be implemented if the applicant is awarded a grant?

**7. Provide evidence of a green procurement policy for the local jurisdiction (5 points)**

The policy should require the local jurisdiction to **use** recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate and feasible (e.g. using re-refined oil in the local vehicle fleet).

**8. New Programs for Rural Areas, Underserved Areas, or Small Cities (3 points)**

A Rural Area is a county having a population of 200,000 or less.

An Underserved Area is a jurisdiction that does not have an existing HHW program serving all of its residents.

A Small City is a city with a population of less than 35,000.

**9. Establishes Multi-Jurisdictional HHW Programs (3 points)**

What regional needs will the proposed program meet?

Which jurisdictions will be participating?

Why is each jurisdiction participating in program; consider cost efficiency, geographical boundaries, economies of scale, etc.?

**10. Collection of Additional HHW Types (3 points)**

How will program expand HHW collection opportunities? What additional waste types will be collected? For example: If your current program collects only batteries, oil and paint, and you add antifreeze or another waste type to your program, this would be an additional HHW type. Another example is adding a sharps collection program at your permanent facility.

**11. No HHW Grant Funding during last three years -- 1997, 1998, 1999 (3 points)**

Grant Proposal is from an applicant who did not receive a HHW Grant in the last three years, 1997, 1998 and 1999.

**12. Establishes Permanent and Sustainable HHW Collection Facility (3 points)**

See definition of various types of HHW collection facilities in the Health & Safety Code, Article 10.8, beginning with Section 25218.1.

You must be establishing a permanent HHW facility and be committed to funding facility operations after the grant term.

**7. Green Procedure Policy**

Check with your local jurisdiction General Services Agency or Administrative Services Department for a green procurement policy.

**9. Rural Areas, Underserved Areas or Small Cities**

Check the Dept. of Finance, Demographics Unit population statistics for cities and counties prior to completing this section. Their web address is <http://www.dof.ca.gov>.

**9. Multi-Jurisdictional Programs**

A jurisdiction is defined as a city or county, a city and county or regional agency. Also, check the Dept. of Finance population statistics prior to completing this section.

**10. Additional Waste Types**

If additional waste types are being added, please insure they are described in the need, objectives, methodology, etc.

**11. Previous HHW Grant Funding**

Was your jurisdiction the lead in a program that was awarded a HHW grant in the last three years? If so, you will not receive credit. However, if you were a member of a regional group, you can get credit.

**12. Sustainable Facility**

ABOP facilities and facilities taking all types of HHW are eligible.

How will your program be financed after the grant is over; Tipping fees, service charges, user fees? Please provide a letter from your signature authority with the funding plan attached.

## **IV. GRANT ADMINISTRATION**

### **GRANT AGREEMENT**

Following the CIWMB's approval of the grant awards at the January 2000, CIWMB monthly business meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. (Copies of these documents in draft form are available for review by grant applicants. Please call Wanda Golden at (916) 255-2336 to request these documents.) These documents along with the applicant's Budget Itemization and Work Statement will comprise the grant agreement. The signature authority designated by resolution will be required to sign the Grant Agreement Form and return it to the CIWMB. Grant agreements must be executed and returned within 90 days from the date of CIWMB's mailing of the agreement package. Failure to return the executed agreement within 90 days may result in revocation of the grant award. The grant agreement will be for a term of twenty-five months beginning February 1, 2000 and terminating March 31, 2002.

### **PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.)

### **AUDIT REQUIREMENTS**

The grantee agrees that the CIWMB, the State Controller's Office, the State Auditor General's Office, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

**Applications must be postmarked Monday, November 1, 1999  
or delivered by 4:00 p.m. on the above date to:**

**California Integrated Waste Management Board  
Attn: Mercy Caputi, Grant Administration Unit  
8800 Cal Center Drive, MS-14  
Sacramento, CA 95826**



**APPLICATION COVER SHEET**

Applicant:	
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code	County:

<b>Regional Participants (if applicable):</b>
---

<b>Primary Contact</b> (Name & Title):	
Phone:	Fax:
Email Address:	

<b>Finance Officer</b> (Name & Title):	
Phone:	Fax:
Email Address:	

<b>Program Director</b> (Name & Title):	
Phone:	Fax:
Email Address:	

Assembly District(s):
Senate District(s):

Brief Description of Project (3-5 Sentences):
Total Grant Request: \$ _____

**Certification:**

I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

## INSTRUCTIONS FOR APPLICATION COVER SHEET

### **Applicant**

This is the name of the jurisdiction that is submitting the proposal, e.g. City of Anaheim, Santa Clara County.

### **Department or Agency**

For example, Department of Public Works Agency, Fire Department, or Environmental Management Department.

### **Regional Participants**

Those jurisdictions participating in a regional application should be listed here. Each listed jurisdiction must designate the lead jurisdiction (Applicant) to act on their behalf by including one of the following: (a) a resolution, (b) a letter from the City Manager or County Administrator; (c) a Joint Powers Authority that states the same; or (d) a Memorandum of Understanding specifically for this grant. See Application Instructions for more details.

### **Primary Contact**

This person is responsible for carrying out the day-to-day management and implementation of the grant. All CIWMB correspondence will be directed to this individual, e.g., Recycling Analyst, Environmental Technician or Solid Waste Engineer. **The Primary Contact must be a local government employee.**

### **Finance Officer**

This person is responsible for compiling payment requests and tracking all grant expenditures and encumbrances e.g., Budget Officer or Accounting Technician.

### **Program Director**

This individual has ultimate responsibility for the project, e.g. Public Works Director, City Engineer or Solid Waste Management Director.

### **Assembly and Senate Districts**

List the district numbers for all districts affected by the proposed project.

### **Brief Description of Project**

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public.

### **Total Grant Request**

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

### **Signature**

**Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.**

## SAMPLE RESOLUTION FOR HHW GRANT

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills, and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

\*NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (Title of Governing Body) \_\_\_\_\_ authorizes the submittal of an application to the California Integrated Waste Management Board for a Household Hazardous Waste Grant – Eighth Cycle. The \_\_\_\_\_ (Title of Official), or their designee is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (Name of Jurisdiction) all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the \_\_\_\_\_ (Title of Governing Body) \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

ATTEST:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional program or a participant in a regional program:

**Lead Applicant for a Regional Program** - NOW, THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_ (Lead Applicant's Governing Body) \_\_\_\_\_ authorizes the submittal of a regional application on behalf of the \_\_\_\_\_ (List Participating Cities/Counties) \_\_\_\_\_ to the California Integrated Waste Management Board for a Household Hazardous Waste Grant - Eighth Cycle. The \_\_\_\_\_ (Title of Official for Lead Jurisdiction) \_\_\_\_\_ of the \_\_\_\_\_ (Name of Lead Jurisdiction) \_\_\_\_\_, or their designee, is hereby authorized and empowered to execute in the name of the above named cities/counties all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

**Participant in a Regional Program** – NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (Name of Participating Jurisdiction) \_\_\_\_\_ authorizes the \_\_\_\_\_ (Name of Lead Jurisdiction) \_\_\_\_\_ to submit to the California Integrated Waste Management Board a regional application for the Household Hazardous Waste Grant – Eighth Cycle on its behalf. The \_\_\_\_\_ (Name of Lead Jurisdiction) \_\_\_\_\_ is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

## SAMPLE RESOLUTION FOR BOTH USED OIL AND HHW GRANTS

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of these programs within the state, setting up necessary procedures governing application by cities and counties under these programs; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (Title of Governing Body) \_\_\_\_\_:

1. Authorizes the submittal of grant applications to the California Integrated Waste Management board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act for the period of \_\_\_\_\_ (Indicate Time Period) \_\_\_\_\_.
2. The \_\_\_\_\_ (Title of Official) \_\_\_\_\_, or their designee, is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (Name of Jurisdiction) \_\_\_\_\_ all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the \_\_\_\_\_ (Title of Governing Body) \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

ATTEST:

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**WORK STATEMENT**

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Reporting and Expenditure Category \_\_\_\_\_

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement must list all activities described in the project narrative that are necessary to complete the proposed project.

1. *Fill in the applicant name, reporting and expenditure category and date the work statement was written in the appropriate spaces. Start the Work Statement for each reporting and expenditure category on a new piece of paper.*
2. *List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor and the time period in which the activity will occur.*

### REPORTING AND EXPENDITURE CATEGORIES

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of permanent HHW collection facilities. Costs for recycle-only facilities should also be included here.

**Temporary or Mobile Collection:** Costs for one day, intermittent events, or mobile collection (other than residential collection of HHW).

**Residential Collection:** Costs for the establishment, continuation, or expansion of curbside or door-to-door collection of HHW.

**Publicity and Education:** Costs for the development, printing, and distribution of publicity or educational materials that promote the HHW collection opportunities funded this grant cycle.

**Load Checking:** Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

**Personnel/Other:** *Include any other eligible expenditure that cannot be assigned to another category.*

### SAMPLE

Applicant: City of Grantrich

Date: February 1, 2000

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	Staff	March 1 - April 30, 2000
2	Release RFP with a due date of July 15, 2000	Staff	May 1 - July 15, 2000
3	Finalize facility permitting	Staff	May 1 - July 15, 2000
4	Facility Construction	Contractor	Aug 15 - Nov 15, 2000
...			
7	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	Staff	Oct 15 - Nov 15, 2000
...			
10	Train five county staff for 40 hour HAZWOPR certification	Staff	Dec 1 - Dec 31, 2000
...			
15	Opening Ceremony for Permanent Facility	Staff	July 1, 2001

# **SAMPLE BUDGET ITEMIZATION**

HD8 Grant Application

<b>Permanent Collection Facilities</b>	
Design and construct 60' X 100" concrete pad*	\$ 15,000.00
Design and construct asphalt driveway*	\$ 2,500.00
Purchase and install gate around facility	\$1,000.00
Storage unit for drums, safety equipment and containers*	\$ 4,500.00
Security lighting*	\$ 500.00
Facility signage*	\$400.00
10 Tyvek suits @ \$4 ea. *	\$ 40.00
50 pair neoprene gloves @ \$3.70 ea. *	\$ 185.00
20 bags absorbent @ \$27 per bag *	\$ 540.00
<b>TOTAL Permanent Collection Facilities</b>	<b>\$ 24,665.00</b>
<b>Publicity and Education</b>	
Banner for display on Main Street 2.5' X 30' *	\$ 350.00
Newspaper ads 12 @ \$125 ea. *	\$ 1,500.00
Utility bill insert 92,000 @ \$0.12 ea. *	\$ 11,040.00
<b>TOTAL Publicity and Education</b>	<b>\$ 12, 890.00</b>
<b>Personnel/Other Costs</b>	
Recycling Coordinator 10 hours @ 46.60/hr. (publicity and education)	\$466.00
Recycling Coordinator 150 hours @ 46.60/hr. (permanent collection facility)	\$6,990.00
Recycling Coordinator 90 hours @ \$46.60/hr. (general grant administration)	\$ 4,194.00
<b>TOTAL Personnel/Other Costs</b>	<b>\$11,650.00</b>
<b>TOTAL GRANT REQUEST</b>	<b>\$49,205.00</b>

\*Copy of bid/estimate attached

**SAMPLE BUDGET ITEMIZATION**

For UOG5 and HHW Grant Applications

	UOG5 Request	HHW Request	Total
<b>Permanent Collection Facilities</b>			
Design and construct 60' X 100" concrete pad*	\$ 15,000.00		\$ 15,000.00
Design and construct asphalt driveway*	\$ 2,500.00		\$ 2,500.00
Purchase and install gate around facility	\$ 1,000.00		\$ 1,000.00
Storage unit for drums, safety equipment and containers*		\$ 4,500.00	\$ 4,500.00
Security lighting*		\$ 500.00	\$ 500.00
Facility signage*	\$ 400.00		\$ 400.00
10 Tyvek suits @ \$4 ea. *		\$ 40.00	\$ 40.00
50 pair neoprene gloves @ \$3.70 ea. *		\$ 185.00	\$ 185.00
20 bags absorbent @ \$27 per bag *		\$ 540.00	\$ 540.00
Filter crusher	\$ 2,500.00		\$ 2,500.00
1-500 gallon used oil storage tank	\$ 1,500.00		\$ 1,500.00
<b>TOTAL Permanent Collection Facilities</b>	<b>\$ 22,900.00</b>	<b>\$ 5,765.00</b>	<b>\$ 28,665.00</b>
<b>Publicity and Education</b>			
Banner for display on Main Street 2.5' X 30' *		\$ 350.00	\$ 350.00
Newspaper ads 12 @ \$125 ea. *		\$ 1,500.00	\$1,500.00
Utility bill insert 92,000 @ \$0.12 ea. *		\$ 11,040.00	\$ 11,040.00
12 radio ads announcing permanent collection facilities	\$ 1,200.00		\$ 1,200.00
<b>TOTAL Publicity and Education</b>	<b>\$ 1,200.00</b>	<b>\$ 12, 890.00</b>	<b>\$ 14,090.00</b>
<b>Personnel/Other Costs</b>			
Recycling Coordinator 20 total hours @ 46.60/hr. (publicity and education)	10 hrs. @ \$ 466.00	10 hrs. @ \$ 466.00	20 hrs. @ \$ 932.00
Recycling Coordinator 200 total hours @ 46.60/hr. (permanent collection facility)	150 hrs. @ \$ 6,990.00	50 hrs. @ \$ 2,330.00	200 hrs. @ \$ 9,320.00
Recycling Coordinator 90 total hours @ \$46.60/hr. (general grant administration)	60 hrs. @ \$ 2,796.00	30 hrs. @ \$ 1,398.00	90 hrs. @ \$ 4,194.00
<b>TOTAL Personnel/Other Costs</b>	<b>\$ 10, 252.00</b>	<b>\$ 4,194.00</b>	<b>\$ 14,446.00</b>
<b>TOTAL for OG5 and HHW Grants Requests</b>	<b>\$ 34,352.00</b>	<b>\$ 22,849.00</b>	<b>\$ 57,201.00</b>

\* Copy of bid/estimate attached

## SUMMARY OF USED OIL AND HHW GRANTS

Grantee	Agreement Number	Grant Award \$	Total Grant Expenditure \$	Brief Project Description	% of Project Completed

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE SUMMARY OF USED OIL AND HHW GRANTS FORM

List any grants received from the CIWMB Used Oil and HHW grant programs between 1993 and the present.

1. Grantee: Enter the name of the lead jurisdiction and denote if the grant was for a regional program by including “(regional)” after the jurisdiction name.
2. Agreement Number: List the agreement number for the grant. Used oil grant agreement numbers begin with UOBG, UBG2, UBG3, UBG4, UBG5 (Block Grants); UOOG, UOG2, UOG3 (Opportunity Grants); or UOCP for Curbside Promotion Grants. HHW grant agreement numbers begin with HD-
3. Grant Award \$: List the amount approved by the Board, not the amount requested.
4. Total Grant Expenditure \$: List the total amount of the grant that was spent.
5. Brief Program Description: Give a 1-2-sentence summary of the project.
6. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

### SAMPLE

Grantee	Agreement Number	Grant Award \$	Total Grant Expenditure \$	Brief Program Description	% of Project Completed
<i>City of Grantrich</i>	<i>UBG4-95-1346</i>	<i>\$ 30,479.00</i>	<i>\$28,955.05</i>	<i>Continued and expanded on used oil public education campaign with a direct mail piece and radio ads.</i>	<i>95%</i>



## EXHIBIT F

CIWMB GRANT SCORING CRITERIA	
Applicants must score at least 84 out of the 120 Review Criteria points to qualify for grant funding	
Points	Description
<b>GRANT REVIEW CRITERIA: <i>Must attain a minimum score of 70% to be considered for funding</i></b>	
30	<b>1. NEED</b> – Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project. For example, proposal: Provides convincing reasons why the project should be funded Addresses identified gap in service availability or current unmet need Describes and documents the problem Supports the existence of the problem with surveys, studies Adequately describes any health and safety threats or environmental concerns
15	<b>2. OBJECTIVES</b> – Work Statement and grant narrative are sufficiently detailed to determine that the project: Is based on the identified need described in the narrative Describes specific and measurable goals and objectives Demonstrates that objectives can be achieved within indicated time frame
20	<b>3. METHODOLOGY</b> -- Grant proposal describes by task the activities to be undertaken to achieve the objectives. For example, proposal: Describes why the proposed activities are the best way to address the identified need Describes in detail how the objectives will be met with available time and resources Identifies staffing required to carry out the proposed project Describes involvement of cooperating organizations Presents a specific plan for future funding, if applicable
10	<b>4. EVALUATION</b> – Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. For example, proposal: Includes both process and outcome evaluation Describes a method for evaluating and modifying methods during project implementation Describes clearly the criteria for determining success States who will be responsible for the evaluation Explains any statistical tests or questionnaires to be used Describes any evaluation reports to be produced
15	<b>5. BUDGET</b> -- Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes. For example: Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable Quotes, estimates, or other documentation to support the costs claimed are provided All program tasks described in the Work Statement and narrative are itemized in the budget Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials etc. Budget items for miscellaneous, contingency, or managerial costs are clearly described and kept to a minimum
10	<b>6. COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b> -- Grant Proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs, to carry out the proposed project. For example, proposal: Includes letters of support for the project: Addresses ability of the applicant to coordinate contracted activities, if applicable Includes resumes, endorsements, references, etc. Describes past grants received from CIWMB and relationship to current proposal
5	<b>7.</b> Applicant provides evidence of a green procurement policy for the local jurisdiction.
3	<b>8.</b> Applicant proposes to establish a new program for HHW collection in rural areas, underserved areas, or small cities.
3	<b>9.</b> Applicant proposes to establish a multi-jurisdictional HHW program that addresses regional needs.
3	<b>10.</b> Applicant proposes to expand existing programs to include the collection of additional waste types.
3	<b>11.</b> Applicant did not receive a HHW grant award during the last three years - 1997, 1998, 1999.
3	<b>12.</b> Applicant proposes to establish a permanent HHW facility that is also self-sustaining.